Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to: https://www.kclibrary.org/services/techlearn

The keyboard is an important tool that allows you to type commands into your computer such as text or numbers. Below is a list of keyboard function scenarios, read through them and fill in the blank using the correct key names in the the box.

Tab | Backspace | Shift | Up Arrow | Enter | Caps Lock

Pressing this key makes all letters you type capitalize, you must press it again to turn capitalization off. Which key is this? _____

Pressing this key will start a new line or paragraph. Which key is this? _____

Holding down and pressing this key while pressing another key will activate a secondary function. For example: holding down and pressing this key while at the same time pressing the 7 key will type &. What key are you holding down and pressing? _____

Pressing this key will delete text to the left of your cursor. Which key is this? _____

Pressing this key will allow you to move the cursor up. Which key is this? _____

Pressing this key will move your cursor to the next tab stop. Which key is this? _____

Now write each key name onto its correct key location using the blank keyboard sheet on the next page.

Created by the Tech Access team at The Kansas City Public Library